



AGENCY CHECKLIST OF IMMEDIATE RETIREMENT PROCEDURES

CIVIL SERVICE RETIREMENT SYSTEM

Section A - Employing Office Checklist: To be completed by office maintaining Official Personnel Folder (OPF).

1. Name of applicant (<i>Last, first, middle</i>)		2. Date of birth (<i>Month, day, year</i>)		3. Social Security Number	
4. Type of retirement <input type="checkbox"/> Age (<i>Mandatory</i>) <input type="checkbox"/> Optional (<i>Other than "Early Optional"</i>) <input type="checkbox"/> Early Optional (<i>Includes major RIF, reorganization, transfer of function</i>) <input type="checkbox"/> Discontinued Service (<i>Involuntary separation</i>) <input type="checkbox"/> Disability		5. Special Provision (<i>Check any applicable</i>) <input type="checkbox"/> Law enforcement/firefighter <input type="checkbox"/> Air traffic controller <input type="checkbox"/> Other (<i>Specify below</i>)			
6. Is the applicant eligible to continue health benefits insurance into retirement (enrolled for the 5 years of service immediately preceding the annuity commencing date or for the full period(s) of service during which coverage was available)? See Section C if Open Season change is involved.		<input type="checkbox"/> Yes → Enrollment Code <input type="checkbox"/> No → Give Reason			
7. Is the applicant eligible to continue life insurance into retirement (enrolled for the 5 years of service immediately preceding the annuity commencing date or for the full period(s) of service during which coverage was available)? <input type="checkbox"/> Yes Complete 7a <input type="checkbox"/> No Give Reason		7a. The applicant can continue Basic Life insurance and the following options <input type="checkbox"/> No optional insurance <input type="checkbox"/> Option A - Standard <input type="checkbox"/> Option B - Additional with the following multiples: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> Option C - Family			
8. Are the following documents attached or actions taken? Indicate by an "X" for each item.					
a. SF 2801* _____		Yes	Not Applicable	j. If post-1956 military service deposit is not made, was applicant counseled about the effects of not paying the deposit? _____	
b. If applicant served in the military, or applied for military retired pay or DOVA benefits in lieu of military retired pay, or applied for OWCP benefits, Schedules A, B, C of SF 2801				k. If discontinued service retirement, documentation specified in Chapter 44, FPM Supplement 830-1, including OPM Form 1510* and attachments, if available _____	
c. SF 2801-1*, including information on post-April 6, 1986 part-time service, if applicable _____				l. If early optional retirement, enter OPM Authority Number _____	
d. If applicant is married, and elects less than the maximum survivor benefit, SF 2801-2* _____				m. If law enforcement/firefighter, documentation specified in Section 831.907 of title 5, Code of Federal Regulations** _____	
e. If applicant elects a survivor annuity for a former spouse, SF 2801-3* (Also, SF 2801-2, if applicant is married) _____				n. If applicant wants check deposited directly to his/her bank account, SF 1199A _____	
f. If applicant has military service, DD-214 or its equivalent, if available _____				o. If OPM has approved disability retirement, RI 30-27 (formerly BRI 46-48) _____	
g. If applicant wants a refund of military service deposit because he/she does not want to waive military retired pay, SF 2802* _____				p. If employee has applied for compensation benefits, OWCP award, if available _____	
h. If applicant wants to waive military retired pay, copy of waiver request and response from Military Retired Pay Center, if available _____				q. All documents applicant shows attached to SF 2801	
i. If post-1956 military service is involved and applicant has not made application to make a military service deposit, OPM Form 1515* _____				r. Agency estimates of annuity, if prepared _____	
9. If the annuity is not for disability, are the following documents attached?					
a. All SF 2809's* in the applicant's OPF _____		Yes	Not Applicable	Sent to OWCP	d. SF 2821* _____
b. SF 2810* transferring enrollment to retirement system, if applicable, or SF 2810* terminating enrollment					e. All SF 2817's*, SF 176's*, SF 176T's* _____
c. All other SF 2810's* in applicant's OPF _____					f. SF 2818* _____
					g. All SF 54's* and SF 2823's* in the applicant's OPF _____
10. If retirement is for disability, is documentation specified in FPM Supplement 830-1** including SF 2824* package attached?		<input type="checkbox"/> Yes <input type="checkbox"/> No → Give Reason			

* See Schedule D page 3 for titles of forms referred to above.

** Postal Service personnel should refer to Part 560 of the Employee and Labor Relations Manual (ELM)

11. LIST ANY DOCUMENTS ATTACHED WHICH ARE NOT LISTED ON Schedule D Page 1 OF THIS CHECKLIST.

12. CERTIFICATION BY THE CHIEF PERSONNEL OFFICER OR DESIGNEE

I certify that the above accurately reflects verified information in official records and that the applicant has sufficient service to be entitled to an annuity.

SIGNATURE

ADDRESS

OFFICIAL TITLE

PERSON TO CONTACT FOR FURTHER INFORMATION

TELEPHONE NUMBER (Including Area Code)

SUBMITTING OFFICE NUMBER (SON)

Offenses Barring Annuity Payments: Public Law 87-299 prohibits payment of annuity to persons who have committed specific offenses involving the national security of the United States. Employing agencies are responsible for submitting all pertinent information to the Office of Personnel Management, Retirement and Insurance Group, in any case when this law possibly applies.

Section B - Payroll Office Checklist: To be completed by the office maintaining the Individual Retirement Record (SF 2806). If the appropriate response to a question is "Not Applicable," leave blank. **IMPORTANT:** The SF 2806 must be closed out and received by OPM within 30 days of the employee's date of separation.

	Yes	No*		Yes	No*
1. Does the SF 2806 for the applicant named in Section A contain all information necessary to comply with OPM instructions for maintaining Individual Retirement Record?			9. Does the applicant have any part-time service on or after April 7, 1986?		
2. Is applicant's sick leave balance shown on SF 2806?			9a. If "yes", is the number of hours in each scheduled tour of duty and the date of each change in tour of duty posted on the SF 2806 or SF 2806-1 (including changes to full-time and intermittent status)? Also, show what a full time tour of duty would be, total number of hours actually worked, and what total number of hours would have been if employee had always worked full-time.		
3. Is applicant's last day in pay status shown on SF 2806?			10. If the applicant is a postal employee, are postal earnings for non-deduction service show on SF 2806?		
4. Is the applicant's health benefits status posted on SF 2806?			11. Disposition of SF 2806: SF 2806 and Register of Separations and Transfer (SF 2807) are attached If SF 2806 was already forwarded provide the following:		
5. If this is a preliminary SF 2806 for disability retirement, is applicant's life insurance status posted?			FORWARDED TO:		
6. If applicant is continuing life insurance into retirement, is the SF 2821 with Payroll certifying signature attached?			SF 2807 NUMBER:		
7. If employee applied to pay post-1956 military deposit, is OPM Form 1514 (Military Deposit Worksheet) attached?			DATE OF SF 2807:		
8. Has applicant made a military service deposit with your agency?					
8a. If "yes", is an SF 2806 for the deposit attached?					

*12. EXPLAIN ANY "NO" RESPONSES HERE:

13. CERTIFICATION BY THE CHIEF PAYROLL OFFICER OR DESIGNEE

I certify that the above accurately reflects official records maintained by this office.

SIGNATURE

TELEPHONE NUMBER (Including Area Code)

PAYROLL OFFICE NUMBER

DATE

Section C - How to Process Open Season Health Benefits Changes When Employees Retire Before the Effective Date of the Open Season Change:

- a. If the employee is retiring before the effective date of an Open Season change, the personnel office should have the employee complete the Open Season SF 2809, and have the authorized agency official initial and date Part G to show that the Open Season registration was timely submitted. The name of the losing installation and the signature of its certifying officer should not appear on the SF 2809. Attach the unprocessed SF 2809 to other health benefits documents and the SF 2806 when they are submitted to OPM.

Losing and gaining offices must prepare transfer-out and transfer-in SF 2810's as usual, transferring the old enrollment in effect at the time of the employee's separation.

- b. If an Open Season change has already been processed, but the employee unexpectedly retires before the effective date of the change, the losing office should void all Open Season forms and transfer the existing enrollment (if any) to the gaining office (OPM). Tell the employee that the Open Season change has been voided and, if possible, have the employee complete a new SF 2809 and handle it as stated in (a) above. If it is impossible to make this action quickly, notify OPM that the employee's Open Season change, which was timely filed, has been voided, and that a new Open Season SF 2809 will be sent to OPM. For further information, refer to Federal Employees Health Benefits: FPM Supplement 890-1.

Titles of Forms Referred to in Section A:

SF 2801	Application for Immediate Retirement
SF 2801-1	Certified Summary of Federal Service
SF 2801-2	Spouse's Consent to Survivor Election
SF 2801-3	Election of Former Spouse Survivor Annuity or Combination Current/Former Spouse Annuity
SF 2802	Application for Refund of Retirement Deductions
SF 2809	Health Benefits Registration Form
SF 2810	Notice of Change in Health Benefits Enrollment
SF 176	Life Insurance Election
SF 176T	
SF 2817	
SF 2818	Continuation of Life Insurance Coverage
SF 2821	Agency Certification of Insurance Status
SF 54	Designation of Beneficiary
SF 2823	
SF 2824	
OPM Form 1510	Certification of Agency Offer of Position and Required Documentation
OPM Form 1515	Military Service Deposit Election
RI 30-27 (BRI 46-48)	Notice of Approval of Disability Retirement